



CPOL Portal Quick Guide

Civilian Personnel Online(CPOL) Portal provides you with one stop access to all the information you may need as a Civilian Personnel employee. The Portal provides you with access to applications, information, news, benefits and much more.

Login:

The CPOL Portal is accessible from the CPOL main page.

1. Click either the **Employee Portal** or



2. Click the **Login** button



3. Enter your **AKO** user id and password.

If you do not have an AKO User ID or password you will can click the link "Click here if you need an AKO account." to register for an account. If you have an AKO account but cannot access the CPOL Portal please submit a SANAR form to your CPAC to obtain access to the CPOL Portal.

Navigating the CPOL Portal:

The CPOL Portal is broken up into four different tabs.

- Home
- Employee
- Manager
- HR Specialist

Your permissions determine which tabs you will see. Everyone will see the Home and Employee tab. Each tab contains different Portlets of information. To access the information for each tab, click on the tab in the Portal bar.



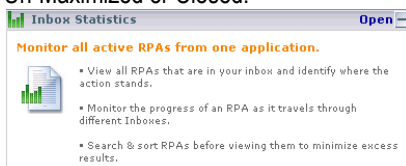
Portlets:

Portlets are the boxes you see on the screen under each tab. Each portlet acts as its own information section. Portlets can be displayed in three separate views; minimized, un-maximized, and maximized. Minimized only displays the portlet bar. Un-maximized displays portlet details and Maximized opens the portlet.

Minimized:



Un-Maximized or Closed:



Maximized or Open:

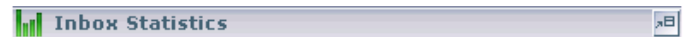


When you open a portlet, the portlet will expand and only that portlet will be displayed on the screen. This is how you access the information within the portlet. Some portlets house links, these do not open, instead you can click on the link straight from the un-maximized stage.

Caution: You must Close the portlet when finished viewing information. The CPOL Portal remembers your settings, if you leave a portlet maximized, or open, then you will not see all of the other portlets available.

Portlet Bar:

The portlet bar is the grey bar that contains the name of the portlet.



The bar provides you with access to the information within the portlet. There are three options available within the bar, each of which is explained below.



Minimize - This button will minimize the portlet so that only the portlet bar will appear.



Restore - This button will restore the portlet back to the un-maximized position.



Open - This button will open the portlet.



Close - This button will close the portlet.

Hints and Tips:

1. You can return to CPOL's main page at any time by clicking the CPOL logo located in the upper left hand corner.
2. Several of the application portlets (Ex. Inbox Statistics) contains links to other applications. These links will open in a new browser window so that you can view the application you originally accessed and the information available from the link. To close the new window simply click the in the browser window.
3. Each application portlet contains its own help files that can assist you in using that particular application. You can access the online help at anytime for assistance or an explanation of the fields on the screen by clicking the help icon in the upper right hand corner of the screen.
4. The CPOL Portal will time out if you have been inactive for longer than 10 minutes. If this occurs you will need to log back in with your AKO user id and password.